

Section 15: Security, Protective Services, and Emergency Planning

	A	B	C	D	E	F
	BNL Site-Specific Records Retention Schedule					
	Section 15: Security, Protective Services, & Emergency Planning					
1	Note: Records Marked With 'EPI' Are Under A Moratorium. Do Not Destroy These Records.					
2	Series Title	Description	15	Schedule	Cutoff	Retention
3	Access Control Records - Non-Hazardous Areas	This series contains files relating to authorizing access to employees and visitors to areas without potential for exposure to hazardous material. Documents consist of access control records for the (list Dept/Div/Office/Facility) which may include but is not limited to: group tour access forms, request for escorted access to secured areas, orientation access control, access card request forms and escorted visitor registers. It includes originals and signed copies. It also includes dates of visits, names of escorts along with their life numbers, telephone number and purpose of visit, times in and out of each visit, name of person being visited, and may state the visitor's citizenship. This series is used for tracking, safety and administrative purposes. This series is kept for reference, verification and auditing purposes.	15	ADM-18.17.1.B	Fiscal	Cut off at the end of fiscal year. Destroy 5 years after cutoff.
4	Access Control Records - Checklists	This series contains records of forms placed on safes, cabinets, or vaults containing classified documents. These forms document the opening, closing, and routine checking of the security of safes, doors and windows, and activating alarms.	15	ADM 18.7.B	Calendar	Destroy 3 months after the last entry on the form.
5	Access Control Records - Classified Documents	This series consists of requests and authorizations for individual to have access to classified files.	15	ADM-18.6	Calendar	Place in inactive file when the authorization expires. Cut off inactive files at the close of the fiscal year. Destroy 2 years after cutoff.

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2	Series Title	Description	15	Schedule	Cutoff	Retention
6	Access Control Records - Hazardous Areas	This series contains files relating to access to employees and visitors to areas with potential for exposure to hazardous material. Documents consist of access control records for the (list Dept/Div/Office/Group/Facility) which may include but is not limited to: group tour access forms, request for escorted access to secured areas, orientation access control, access card request forms and escorted visitor registers. It includes originals and signed copies. It also includes dates of visits, names of escorts along with their life numbers, telephone number and purpose of visit, times in and out of each visit, name of person being visited, and may state the visitor's citizenship. This series is used for tracking, safety and administrative purposes. This series is kept for reference, verification and auditing purposes.	15	ADM-18.17.1.A	Fiscal	Cut off at the end of fiscal year. Destroy 75 years after cutoff.
7	Access Controls, Combinations	This series contains records of safe and padlock combinations, names of individuals knowing combinations and related information used to control access to classified document containers.	15	ADM-18.7.A	Calendar	Destroy when superseded by a new form or list, or upon turn in of container.
8	Classified Documents	This series consists of records documenting classification and declassification review actions taken on the basis of established policy, directives, regulations, and guides.	15	ADM-18.1.B.2	Fiscal	Cut off at the end of the fiscal year. Destroy 6 years after cutoff.
9	Correspondence - Emergency Planning	This series consists of correspondence, reports, and other records documenting the administration and operation of the Emergency Planning Program. Documents include but are not limited to: project plans; plan drills and exercises; drill critiques; hazards assessments; equipment and facility selection testing, inventory and maintenance; RAP (Radiological Assistance Program); FRMAC (Federal Radiation Monitoring and Assessment Center) ; SARA Tier II inventories of chemicals used onsite; hazard assessment and protective response planning correspondence; Local Emergency Plans and monthly reports from the Emergency Planning Group; Health Physics Emergency Plan, and the Nuclear Emergency Plan. This series is used for administration, operations, and procedures. It is kept for reference and verification.	15	ADM-18.26	Calendar	Destroy when 2 years old.
10	Correspondence - Safeguards & Security	This series contains correspondence relating to measures taken for protection from unauthorized entry, sabotage, or loss. Correspondence relates to the administration and operation of Safeguards and Security Programs. This series is used for administration and is kept for reference.	15	ADM-18.8	Fiscal	Cut off at the end of the fiscal year. Destroy 2 years after cutoff.

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11	Credentials	This series contains identification credentials including application forms, badges, parking permits, vehicle stickers, photographs, and other identification credentials.	15	ADM-11.4.A	Calendar	Destroy credentials 3 months after return to issuing office.
12	Emergency Drills and Exercises	This series contains files accumulating as a result of tests conducted under emergency plans.	15	ADM-18.28	Calendar	Destroy when 3 years old.
13	Emergency Planning Program	This series contains records that document procedures and activities implementing U.S. Department of Energy (DOE) policy and guides.	15	ADM-18.26.1.D	Fiscal	Cut off at the end of the fiscal years. Destroy when 6 years old.
14	Fire Unit Records	This series consists of alarms, investigations, and incident reports relating to various types of fire alarms and investigations of fires.	15	ADM-18.11.4.A	Calendar	Destroy when 10 years old.
15	Incident Reports, Copies	This series consists of copies of fire-rescue and security incident reports when the original reports are submitted to other organizational elements.	15	ADM-18.11	Calendar	Cut off at the close of the fiscal year. Destroy 75 years after cutoff unless notes elsewhere in schedule.
16	Key Accountability Files	This series contains files relating to the accountability of keys issued.	15	ADM-18.16	Calendar	<p>A. For limited areas and/or for the protection of classified matter or special nuclear materials:</p> <p>Cut off inactive file annually. Destroy 3 years after cutoff.</p> <p>B. For other areas:</p> <p>Destroy 6 months after turn in of key.</p>
17	Local Emergency Plans	This series consists of the documentation for the Local Emergency Response Plans generated by Dept/Div/Office for each building. It contains the original plan and may include other supporting documentation such as other Brookhaven National Laboratory (BNL) rules and procedures for an emergency situation, locations of emergency shut offs, and building floor plans. It is used for administrative task function and personnel awareness. It is kept for reference and verification.	15	ADM-18.27	Calendar	Destroy 3 years after issuance of a new plan or directive.
18	Motor Vehicle Accident Reports	This series consists of incident reports related to investigations of vehicle accidents.	15	ADM-10.5	Calendar	Destroy 6 years after case is closed.

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19	Motor Vehicle Accidents	This series contains copies of automobile accident data and related correspondence. Safeguards & Security is responsible for the official records. Liberty Mutual receives the originals. This series is used for administration and kept for reference.	15	ADM-10.5	Calendar	Destroy 6 years after case is closed
20	Plans - Security	This series contains plans related to the protection of equipment and facilities.	15	ADM-18.8.6.B	Calendar	Destroy when superseded or obsolete, or 5 years after facility closes, whichever is sooner.
21	Property Passes	This series contains files authorizing removal of government property or materials.	15	ADM-18.12	Calendar	Destroy 3 months after expiration or revocation.